



UNITED STATES DISTRICT COURT - DISTRICT OF ARIZONA
Office of the Clerk of Court

Career Opportunity #: 13/02

Date: January 8, 2013

POSITION:	Pro Se Staff Attorney
POSITION TYPE:	Full-Time Regular
SALARY RANGE:	\$57,408 - \$128,557 (JSP 11/01 - 14/10) Depending on Court Experience and Budget Restrictions
TYPICAL STARTING SALARY	\$57,408 - \$70,376 (JSP 11/01-12/01)
CLOSING DATE:	February 1, 2013, or until filled
LOCATION:	Phoenix or Tucson, Arizona

Join the U.S. District Court's team of energetic, career minded professionals! The Office of the Clerk offers an opportunity for self-motivated individuals with excellent interpersonal skills and strong work ethic to launch or continue a career in public service. Our fast paced, prestigious environment consists of challenging and rewarding work, and the potential for advancement for bright people with lots of initiative. A substantial federal employee benefits and incentive package is offered to include a retirement plan, health and commuter benefits, life insurance, long-term care insurance, and flexible spending accounts.

OCCUPATIONAL INFORMATION

The staff attorney selected for this position will be supervised by the Senior Staff Attorney and will perform substantive review, research, and writing in prisoner civil rights and habeas corpus cases. The staff attorney will be responsible for preparing memoranda and proposed orders for each of the district judges to whom the cases have been assigned.

MINIMUM QUALIFICATIONS

To qualify for the position for Pro Se Staff Attorney an applicant must be a law school graduate. Preference may be given to applicants who have been admitted to the Bar. To be appointed at grade JSP 11, the applicant must have 1 year of legal work experience, or the scholastic equivalent. To be appointed at JSP 12, 2 years of legal work experience and Bar membership is required. Each additional year of legal experience may qualify an applicant for appointment at a higher level of the starting salary depending on employment status at the time of a job offer.

SELECTION PROCESS

The following factors will be used to select the best qualified candidates for interview. Respond to these factors in writing on a separate sheet of paper. Identify each response by using the factor number.

1. Experience in planning and organizing work, establishing priorities, and working independently. Cite specific examples of work experience which exhibited this ability, including the level of responsibility, degree of independence, methodology employed and results achieved.

The staff of the Clerk's Office ensures the effective, efficient and professional delivery of clerical and administrative services, while fostering a customer-friendly and employee-friendly environment.

2. Ability to communicate clearly, concisely and informatively in writing. Submit a copy of a recent report, analysis, legal document or business correspondence you have prepared.
3. Experience in reviewing documents and extracting data. Cite examples of this experience indicating the type of documents reviewed, and the level of responsibility.

The Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the District Court Executive may elect to select a candidate from the original qualified applicant pool.

ADDITIONAL INFORMATION

This position is subject to mandatory electronic fund transfer (direct deposit) participation for net pay.

Judicial employees are entitled to standard federal benefits such as paid vacation time, paid sick time, medical insurance, life insurance, retirement, and a tax-deferred savings plan. Employees are also eligible for long-term care and disability insurance and a Flexible Benefits Program which includes pre-tax deductions for health benefits premiums, health care expenses, dependent care, and commuter benefits.

HOW TO APPLY

Obtain application and attorney supplement forms at web address www.azd.uscourts.gov > Employment > Employment Opportunities. **Forward application, attorney supplement, a resume, and your response to the factors to hr@azd.uscourts.gov.** Attachments should be submitted as WordPerfect, Word, or Adobe Acrobat .pdf documents. Other formats are not acceptable.

Applications will be considered complete when the on-line application and all required attachments in the proper format are received in the Human Resources Division. Applications and/or attachments received after the closing date may not be considered.

If questions remain, please call the Human Resources Division at (602) 322-7110.